

Report for Week Ending 29 May 1957
from
PROJECTS STAFF

1. Contributions

- 25X1 a. Developed an improved injury reporting system and obtained agreement to its adoption from the Chief, Casualty Affairs Branch, the Chief, Nurse, and the CIA Safety Officer.. In addition to providing the safety officer with more accurate and timely data, the revised procedure will eliminate 40 hours from the compilation of each semi-annual report for the DD/S, and will eliminate a monthly summary of on-the-job injuries prepared by the Medical Staff. [] 25X1
- 25X1 b. Met with [] (O&M Staff) and members of Machine Records Division to agree on which MRD jobs should be considered "reports" with respect to the current study on MRD workload. It was agreed that any machine run transmitted from MRD to another component would be considered a report. [] 25X1
- 25X1 c. Reviewed proposed [] discussed reporting requirements, with Real Estate and Construction Division, and assigned reports control symbol Domestic Real Property Report. The streamlining of reports on property accountability is another evidence of reports management activity in the Office of Logistics [] 25X1
- d. Evaluated Employee Suggestion 3032 and recommended that the Office of Security determine the adequacy of various methods of attaching Security Check Sheets to safes [] 25X1
- 25X1 e. Assisted [] in developing a filing system for the office of Personnel. This office was confronted with the problem of filing Flex-O-Writer tapes for Agency personnel. Since the tapes are not to be filed in one of the official personnel folders a method of maintaining the tapes in a filing cabinet was mandatory. The Shaw Walker Company recently announced a method of filing short lengths of tapes in 6 dr, non safe, cross file equipment. This filing cabinet was selected since an insert is available that fits into each drawer providing filing space for more than 18,000 tape jackets in each 6 drawer cabinet. [] 25X1
- 25X1 f. Completed the Office of Security shelf filing proposal. A call from [] indicated no immediate action will be taken on the proposal but he did express his appreciation for our assistance. [] 25X1

2. Assignments Active

- 25X1 a. Support Workload at Small Stations - Staff paper was reviewed by [] Office of the SSA-DD/S. Discussion of the paper is scheduled with [] of that office. In accordance with [] request. [] was given the study for initial review in the DD/P area. [] 25X1 25X1 25X1

- b. VM Study - Met with representatives of the Offices of Training and Personnel to review progress on plans to deposit personnel-type records in the Repository. OTR tentatively plans to use two locations for added insurance against loss of vital records. In view of the findings during the last "Exercise", recommended that members of this staff discuss such a proposal with the Deputy Director of Training, and if necessary, with the Emergency Planning Group. Briefing of [] Office of Personnel, has been delayed because of pressure of projects and his brief period of TDY. Fact finding and documentation, and review of reference material is continuing. [] 25X1
- c. VM Microfilming - Microfilming continues in OSI, ORR, Medical Staff, and Security. The resignation of one microphotographer will slow progress on this project until a replacement is obtained. [] 25X1
- d. Filing System, OSI - Installation continues in the Medicine Division [] 25X1
- e. Requisition Review - With [] reviewed 5 equipment requisitions. The time required to perform this project has decreased appreciably during the past two weeks. I presume the buying "spree" with FY 1957 Funds has peaked. It is significant that only 9 pieces of equipment were involved in the 5 requisitions. [] 25X1
- f. BR Shelf File - Attended two meetings with the Remington Rand Corp. Awaiting samples of a specialized charge out folder from Remington Rand. [] 25X1
- g. OL, Stock Control Shelf File - Commenced work on this project. Preliminary details indicate that OL is retiring about 200 linear feet of closed voucher files, establishing a staging area in which voucher files may be stored for 6 months prior to transfer to the Records Center and that efforts are being made to maintain current voucher files in about 150 linear feet. Currently we are proposing to install one double faced section of shelving for test purposes. At a later date the shelving required to complete the installation may be added. [] 25X1
3. Major Projects Inactive - There have been no new developments concerning the IR Shelf Filing Project or [] Work Reporting System Project. 25X1
4. News
- a. Attended the third meeting of the DD/I VM Committee. Present were representatives from OO, OCR, OSI, and ORR. OBI and ONE were not represented. Principal points discussed were format for the annual DD/I VM Report, the Library Reference Collection, and the Intelligence Publications Collection.

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It appears that emphasis will be placed on a review of depositing criteria by all DD/I Offices. This should result in a more selective and current collection. Attempts will be made to establish retention periods for many IPI materials, as well as intellofax cards, other OCR card deposits, and OCR microfilm deposits. [redacted]

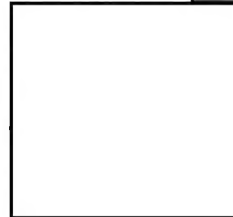
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- b. Accompanied [redacted] of the Office of Personnel on visits to the Records Center and VM Repository [redacted]

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Report for Week Ending 29 May 1957
from
RECORDS DISPOSITION BRANCH

Contributions:

- a. Project 6-88 - Office of Logistics [] 25X1

The Records Management Survey of the Stock Management and Requirements Section has been completed. A report of accomplishments and recommendations, and, a filing and records control procedure will be forwarded to the Section through the Chief, Supply Division. All recommendations, and the filing and records control procedures were accepted by the Section.

- b. Reviewed 29 cubic feet of records at the Records Center with [] 25X1
ARO/RR for evaluation. Five cubic feet are to be retained permanently; eight cubic feet are to be offered to the Air Force; and 16 cubic feet are to be destroyed.

- 25X1 c. Office of the Comptroller []

The Records Control Schedule was approved by the Records Management Staff and transmitted to the ARO/Comptroller. A list of recommendations were forwarded together with a request for an immediate report on the volume of records covered by the schedule. The ARO has requested assistance from us in establishing this volume in order to meet a requested deadline of June 15.

Assignments:

- Project 60-40 - Office of Central Reference [] 25X1

Schedule has been given to the AD/CR for review and concurrence. Survey report is being prepared. Project is 88% complete.

- Project 6-81 - Office of Logistics [] 25X1

The appraisal report prepared by National Archives for certain records of the Office was approved by the Office of Security. The report has been returned to National Archives for review and submission to Congress.

- 25X1 Suggestions Awards Staff []

25X1 The Chief of the Section has requested assistance in establishing a records keeping system which would facilitate the operations of the Awards program. [] met with members of that Staff to discuss the various phases of the records program that may be involved.

News

- 25X1 A meeting was held with Office of Personnel Officials consisting of Messrs [] and attended by [] 25X1
[] of the Management Staff. A review of the Records Control Schedule
25X1 for the Office of Personnel was agreed upon and the project will begin Monday June 3.

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News continued

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[redacted] ARO/SI, is in process of gathering information for their annual Records Disposition Report. In addition, revised schedules are being prepared for our review. In this revision a test is being made to determine applicability of general type schedules for OSI which will reduce the total number of items by 80%. Also this would be big help to the Records Center in that item numbers would be consistent year after year.

Shelving requirements for the Records Center addition are being developed. Consideration is being given to the most economical storage of odd sized material.

Physical transfer of Japanese meterological records to the Weather Bureau was completed on Monday, May 20.



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Report For Week Ending 28 May 1957
 From
 Records Center

During this week the following accessions were made:

PERS	18 Cu. Ft.
OL	22 " "
OCR	2 " "
OSI	6 " "
Sub-Total:	<hr/> 48 Cu. Ft.
Finished Intelligence	57 " "
Total:	<hr/> 105 Cu. Ft.

Map Negatives	653 Cu. Ft.
Records Holdings	22,322 " "
Distribution Material Holdings	10,320 " "
Total:	<hr/> 33,295 Cu. Ft.

Distribution Material Disposed of at Center	12 Cu. Ft.
Distribution Material Transferred from Center	21 " "
Records Disposed of at Center	5 " "
Records Transferred from Center	7 " "
	<hr/> 45 Cu. Ft.

Accessioning

Because of the increased need of shelving space for records, 222 cubic feet of records from the Controller's Office were transferred into their "Grilled Area". It is anticipated that the shelving space for records, Area C and D, will become exhausted by 1 July. To relieve this situation shelving will be installed in the aisles of Area C.

The activity on returns of intelligence material has shown a noticable increase. There were 7 cubic feet received from OCR and 3 cubic feet received from FDD. In accordance with the disposition schedules for supplemental material, seven cubic feet were destroyed.

Disposal

The disposal problem is still unsolved and no immediate relief is in sight. The situation is becoming more critical because of the plans to install shelving in the aisles where the disposal material is now located. At the present time there is 1095 cubic feet of this material.

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Disposal - Continued

In accordance with existing records control schedules, the Center has 1608 cubic feet of archival type records in custody. This figure does not include the archival type records from Comptroller, Logistics and OCR because their records have not been identified or the schedule is not completed. Included in these records are 198 cubic feet of Top Secret records. 4.2%

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Chief, Records Center

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	2,120	9,790	11,910
DD/P	2,096	6,634	8,730
DD/S	394 ✓	7,466	7,860
DD/S (Compt.Grilled Area)	334	146	480
DD/I	339 ✓	6,471	6,810
DD/I (Grilled Area)	1,616	2,164	3,780
DCI	37	23	60
Map Negative	<u>610</u>	<u>980</u>	<u>1,590</u>
TOTAL:	7,546	33,614	41,220

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Report for Week Ending 29 May 1957
from
FORMS MANAGEMENT BRANCH

1. Contributions:

a. Tangible

- (1) Completed twenty-two actions requiring the printing of 202,600 copies or sets of blank forms. This represents an increase of nine actions involving 213,900 copies compared to last week.
- (2) Two new and eight revised forms were approved. Three forms were made obsolete.

b. Intangible

- (1) Completed the evaluation of Suggestion No. 3060
- (2) Completed a study of issues made by OL/Supply and NEA/Log on Information Reports, Form No. 1b and 1c. This information to be used in connection with a report to be submitted to the Chief, Management Staff.
- (3) Prepared comprehensive memorandum to the Chief, Supply Division on the subject of "Budgeting Funds for Procurement of Forms". (Please note that copy of this memorandum which is self explanatory is attached.)
- (4) Approved proofs on Form 800. Smudge Proof Black Hecto Master for up to 100 copies. Improved form by adding at top of form legend regarding removal and replacement of smudge sheet. This will prevent some errors caused by failure to remove the smudge sheet before starting to type or to replace when finished to prevent smudging during handling.

2. Assignments:

a. Active

- (1) Revision of "Request for Approval of Form"
- (2) Evaluation of four Employee Suggestions
- (3) Making an analysis of new Mail Control forms to be used in SR.
- (4) Thirteen new and eight revised forms. (Thirty-eight reprints are currently being processed.)
- (5) Numerous other projects previously reported.

3. News:

[redacted] visited the Vital Materials Repository and Records Center 23 May 1957.

[redacted] of this Branch and [redacted] 25X1

[redacted] of Communications, visited the Washington Office of Diebold Inc. and inspected the "Elevator" files and other filing equipment. The visit resulted in the Office of Communications procuring one of the smaller "Elevator" files.

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